

SMS FRAMEWORK SUMMARIZED

It's all about the Paperwork

- ❑ 1-Leadership must Develop All the Ps
Policies, Plans, Programs, Procedures, Process, Permits
- ❑ 2-Personnel must Train and Participate in All the Ps
- ❑ 3-Competent Person Inspections to Identify & Assess Hazards
- ❑ 4-Hazards must be Eliminated or Controlled, including use of all the Ps
- ❑ 5- Holding Tailgate & JSA Meetings, Coaching and Interventions
- ❑ 6- Evaluating and Improving Your Program through Leading Indicators like Inspections, Audits, BBS, RCA, Near Miss Reporting, and Employee Surveys
- ❑ 7- MOCs & Safety Stand-downs & SIMOPS Work Planning Meetings

7 Core Elements of an SMS in Greater Detail

CORE ELEMENT 1 - MANAGEMENT & LEADERSHIP

- Demonstrates EHS commitment & continuous improvement
- Communicates to EHS commitment to workers
- Developing Programs, policies, procedures, processes, permits, etc**
- Sets program expectations and responsibilities
- All level managers make EHS a core organizational value and establish safety and EHS goals and objectives**
- Provides needed resources and support for the program(s)
- Sets a good example by also complying by all policies & procedures

CORE ELEMENT 2 - WORKER TRAINING & PARTICIPATION

- Workers are involved in all aspects of the program, including training
- Workers are involved in setting goals, identifying & reporting hazards
- Workers are involved in investigating incidents & tracking progress
- All workers, including contractors and temporary workers, understand their roles and responsibilities under the program and what they need to do to effectively carry them out
- Workers are encouraged & have means to communicate openly with management & report safety & health concerns without retaliation
- Any potential barriers or obstacles to worker participation in the program are removed (Ex: language, lack of information, disincentives, work scheduling)

CORE ELEMENT 3 - HAZARD IDENTIFICATION & RISK ANALYSIS

- Procedures to continually identify EHS hazards & evaluate risks
- Assessments of existing hazards & control measures are followed by periodic inspections & reassessments to identify new risks

CORE ELEMENT 4 - HAZARD PREVENTION & CONTROL

- Employers and workers cooperate to identify and select options for eliminating, preventing, or controlling workplace hazards.
- Plans are developed that ensure controls are implemented, interim protection is provided, progress is tracked, and the effectiveness of controls is verified.

Hazards are either permanently or temporarily corrected

- Permanent = Prevention of Hazards** (*Elimination, Substitution*)
- Temporary = Control of Hazards** (*Engineering, Administrative, PPE*)

CORE ELEMENT 5 - EDUCATION & TRAINING

- Workers are trained to understand how the program works and how to carry out the responsibilities assigned to them under the program
- All workers are trained to recognize workplace hazards and to understand the control measures that have been implemented, even STOP WORK Authority

CORE ELEMENT 6 - PROGRAM EVALUATION & IMPROVEMENT

- Control measures are periodically evaluated for effectiveness
- Processes are established to monitor program performance, verify program implementation, identify program deficiencies and opportunities for improvement, and take actions necessary to improve the program and overall safety and health performance
- Leading** indicators include inspections, audits, BBS observations, near-miss investigations, how long it takes to correct hazards, worker surveys, etc.
- Lagging** Indicators like accident and incident reports, OSHA 300 logged injuries, illnesses, rise in TRIR or DART rates, lawsuits, insurance increase due to rise in EMR (Experience Modification Rate).

CORE ELEMENT 7 - COORDINATION & COMMUNICATION

On Multiemployer Worksites

- The host employer and all contract employers coordinate on work planning and scheduling to identify and resolve any conflicts that could impact safety or health.
- Workers from both the host and contract employer are informed about the hazards present at the worksite and the hazards that the work of the contract employer may create on-site.
- MOC aka Management of Change aka Change Management aka Document Control

Note:

SMS Core Element 3 & 4 are normally accomplished by:

- Competent person inspections and corrective actions, and
- Workers conducting JSA/JHAs, PSA/PHAs, and taking corrective actions prior to work operations and reporting issues or MOC

WORKFORCE DEVELOPMENT & LEADERSHIP TRAINING SOLUTIONS



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